

# ***Management Reporting Tool***

# ***EI/HMRs Submitted Report Handbook***

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Document Version 1.0



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## Disclaimer Statement

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## Document Version Note

This document’s content (Document Version 1.1 - October 2003) corresponds to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) software, Version 6.00.13.



**Document Version: NAVAIR-IT/IM-NAMDRP-MRT-SUB-DH-1.0-10/07/2003**

## Section One - Overview

This handbook describes how to use the Management Reporting Tool (MRT) to generate the "EI/HMRs Submitted Report" in the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web site. All NAMDRP Web site registered users can access this report (except for Foreign Nationals and other users with "restricted access").

The EI/HMRs Submitted Report assists stakeholders in the NAMDRP process by providing a count of the total number of EI/HMR reports submitted BY Fleet type units (TYCOM, WING, Group, Unit) or TO NAVAIR type units (PEO, PMA, FST, FST Subteam) during a specific time period (grouped by month, quarter, or year). Users can tailor report output by specifying which of the following they want included in the report:

- Report Type (EI, HMR, EI/HMR)
- Classification (Routine, Safety, Mishap)
- Aircraft Platform and/or T/M/S(s)
- Bureau Number
- Part Number
- CAGE Code
- Type Equipment Code
- Unit or group of units

You can choose to display the report in either graphical or tabular format. You can also export report data to Microsoft Excel if you want to use the data in other ways or to make custom presentations.

Note: The NAMDRP Web site became the required method of processing EI/HMRs on 2 July 2001. Web site data prior to 2 July 2001 is incomplete, and no Web site data is available prior to 22 May 2000.

If you experience problems with or have questions about these procedures, contact the NAMDRP Clearing House at 1-888-832-5972. See OPNAVINST 4790.2 Series for a complete description of EIs, HMRs, and the EI/HMR processes.

[Section Two - Open the EI/HMRs Submitted Report Page](#)

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## Section Two - Open the EI/HMRs Submitted Report Page

1. Access the NAMDRP Web site as described in the *Support Tools Handbook* to open the Open DRs Page illustrated in **Figure 1**.

NAV AIR NAMDRP

MR Team Fst4lead  
» Logout

myHome TOOLKIT CLEARING HOUSE DOCUMENTATION ADMINISTRATION SITE EVALUATION

DR Stats Open DRs Search DRs Initiate DR Tech. Dialog Import DR FST POCs Contracts DB **Mgmt. Tools**

Open DRs

All DRs All Enrolled Units Any Completed Step go set default

RCN	EI Control Number	Nomen	Type	Last Completed Step	Date
<b>FST Testing4 / FST SubTeam Testing 4</b>					
<a href="#">001 03FEB03</a>	<a href="#">WAFEI-SE-0086-03S</a>	LKSDJF	EI	Exam Plan Approval	02-SEP-2003
<a href="#">001 ALRE 03FEB03</a>	<a href="#">WAFEI-SE-0028-03R</a>	EVERYWHERE	EI	Tracer Response Approval	10-OCT-2003
<a href="#">001 MISHAP TEST</a>	<a href="#">WAFEI-SE-9000-03S</a>	NOSE LANDING GEAR DOOR ACTUATOR	EI	Go / No Go Decision	28-AUG-2003
<a href="#">002 ALRE 03FEB03</a>	<a href="#">WAFEI-SE-0098-03M</a>	EVERYWHERE	EI	Preliminary Report Approval	13-AUG-2003
<a href="#">002 MITZI</a>		FLOATATION, BAG	EI	Cost Analysis Submitted	26-SEP-2003
<a href="#">002 WORKFLOW</a>	<a href="#">WAFEI-SE-0092-03R</a>	SOMEWHERE	EI	Exam Plan Submitted	08-OCT-2003
<a href="#">002 test ALRE</a>	<a href="#">WAFEI-ALRE-0048-03S</a>	BELT	EI	Material Disposition	23-JUL-2003
<a href="#">003 ACK TEST</a>		COMMUNICATIONS SYSTEM CONTROLLER C-11825/ASN-150	EI	Go / No Go Decision	23-JUL-2003
<a href="#">003 WORKFLOW</a>	<a href="#">WAFEI-SE-0095-03S</a>	PUMP ASSY, UTILITY HYDRAULIC	EI	Exam Plan Submitted	08-OCT-2003
<a href="#">29JL20032</a>		Flux Capacitor	EI	Go / No Go Recommend Approval	14-AUG-2003

**Figure 1**

2. Locate and click the "Mgmt. Tools" option available on the Toolkit Menu (**Figure 1**) to open the Management Tools Page (**Figure 2**).

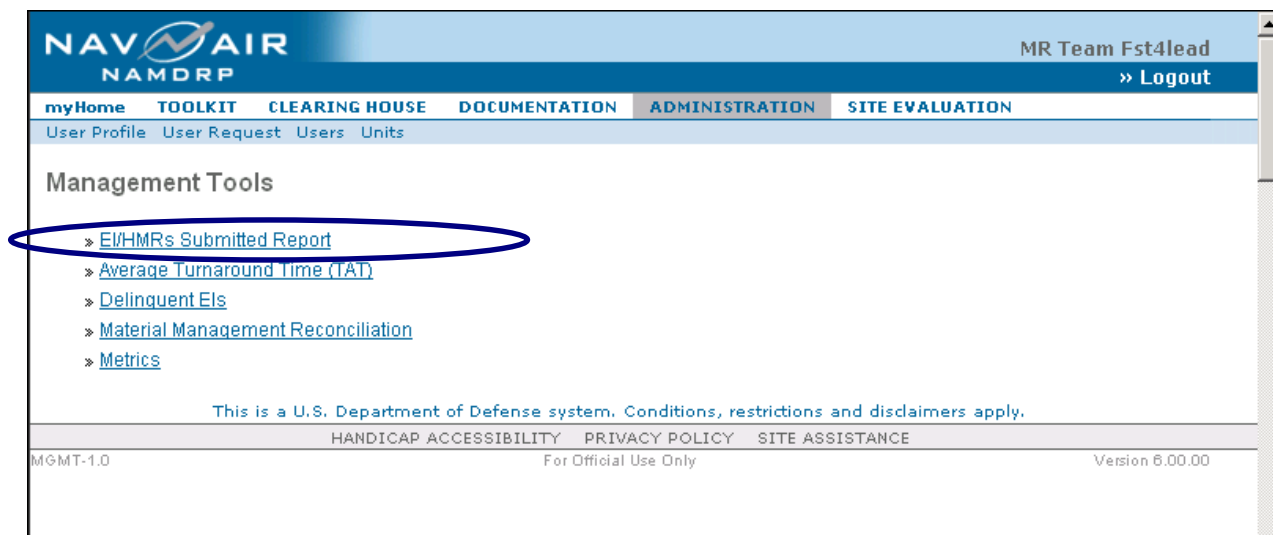


Figure 2

3. Click the "EI/HMRs Submitted Report" link on the Management Tools Page (Figure 2) to open the EI/HMRs Submitted Report Page (Figure 3).

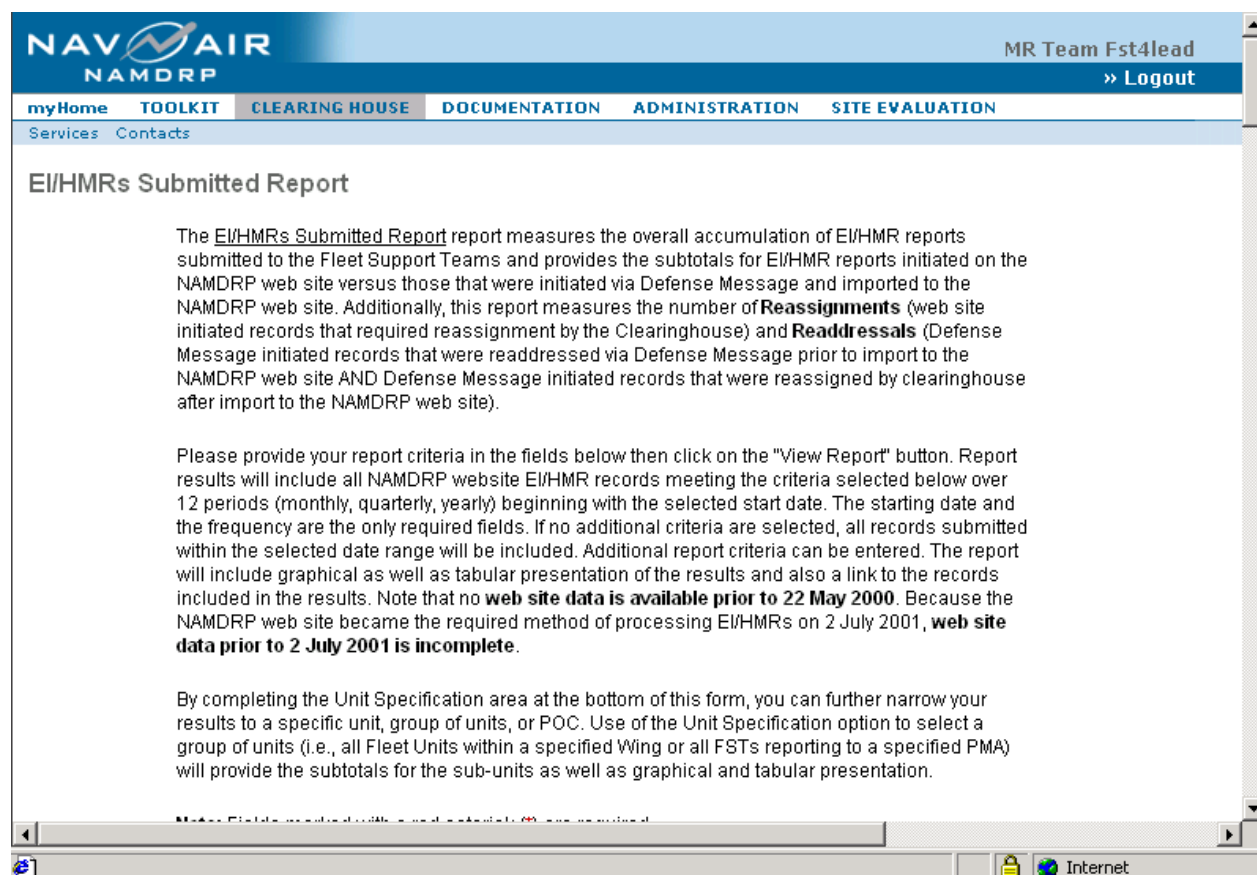


Figure 3

## Section Three - Enter Report Criteria

1. **Figure 4** shows the whole EI/HMRs Submitted Report Page. Use the scroll bar to access the Report Criteria Group Box, shown in larger detail in **Figure 5**.

**NAV AIR**  
NAMDRP

MR Team Fst4lead  
» Logout

myHome TOOLKIT CLEARING HOUSE DOCUMENTATION ADMINISTRATION SITE EVALUATION  
Services Contacts

### EI/HMRs Submitted Report

The EI/HMRs Submitted Report report measures the overall accumulation of EI/HMR reports submitted to the Fleet Support Teams and provides the subtotals for EI/HMR reports initiated on the NAMDRP web site versus those that were initiated via Defense Message and imported to the NAMDRP web site. Additionally, this report measures the number of **Reassignments** (web site initiated records that required reassignment by the Clearinghouse) and **Readdressals** (Defense Message initiated records that were readdressed via Defense Message prior to import to the NAMDRP web site AND Defense Message initiated records that were reassigned by clearinghouse after import to the NAMDRP web site).

Please provide your report criteria in the fields below then click on the "View Report" button. Report results will include all NAMDRP website EI/HMR records meeting the criteria selected below over 12 periods (monthly, quarterly, yearly) beginning with the selected start date. The starting date and the frequency are the only required fields. If no additional criteria are selected, all records submitted within the selected date range will be included. Additional report criteria can be entered. The report will include graphical as well as tabular presentation of the results and also a link to the records included in the results. Note that no **web site data is available prior to 22 May 2000**. Because the NAMDRP web site became the required method of processing EI/HMRs on 2 July 2001, **web site data prior to 2 July 2001 is incomplete**.

By completing the Unit Specification area at the bottom of this form, you can further narrow your results to a specific unit, group of units, or POC. Use of the Unit Specification option to select a group of units (i.e., all Fleet Units within a specified Wing or all FSTs reporting to a specified PMA) will provide the subtotals for the sub-units as well as graphical and tabular presentation.

**Note:** Fields marked with a red asterisk (\*) are required.

**REPORT CRITERIA:** Clear

\* **Frequency:** ☒ Monthly ☐ Quarterly ☐ Yearly

\* **Starting Date:** Oct 2002

**Report Type:** EI  
HMR/EI  
HMR

**Classification:** All

**Aircraft Platform:**

**TMS:** N/A  
A-4  
AH-1W  
AH-1Z  
AV-8B

**Bureau Number:**

**Part Number:**

**CAGE Code:**

**Type Equipment Code:**

Select one of the following to search for Unit Specific Information. If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the unit specifications will reload the page with the proper fields visible.

When NAVAIR Units are selected (PEO, PMA, FST, FST Subteam, Site, FST POC), data includes records submitted "TO" the selected unit(s). When Fleet Units are selected (TYCOM, Wing, Group, Unit, Fleet POC), data includes records submitted "BY" the selected unit(s).

**UNIT SPECIFICATION:**

☐ FST Unit Selection

☐ Fleet Unit Selection

☐ Unit Selection

☐ Site Selection

☐ POC Selection

View Report Cancel/Return

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**Figure 4**

results to a specific unit, group of units, or POC. Use of the Unit Specification option to select a group of units (i.e., all Fleet Units within a specified Wing or all FSTs reporting to a specified PMA) will provide the subtotals for the sub-units as well as graphical and tabular presentation.

**Note:** Fields marked with a red asterisk (\*) are required.

**REPORT CRITERIA:** Clear

\* **Frequency:** ☒ Monthly ☐ Quarterly ☐ Yearly

\* **Starting Date:** Oct 2002

**Report Type:** EI  
HMR/EI  
HMR

**Classification:** All

**Aircraft Platform:**

**T/M/S:** N/A  
A-4  
AH-1W  
AH-1Z  
AV-8B

**Bureau Number:**

**Part Number:**

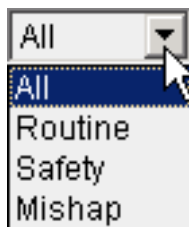
**CAGE Code:**

**Type Equipment Code:**

Done Internet

Figure 5

2. Use the following guidelines to enter field values specifying the information you want included in your report:
  - a. Enter values in each of the following mandatory fields (shown with an asterisk (\*)):
    - i. In the "Frequency" field, click "Monthly," "Quarterly," or "Yearly" to specify the time period for which you want report output grouped.
    - ii. In the "Starting Date" field, use the lists of values to specify the date (month and year) on which you wish the system to begin searching for records matching your report search criteria.
    - iii. The report you generate will include data for 12 time periods (depending on your selection: "Monthly," "Quarterly," or "Yearly") from the specified "Starting Date". For example, if you select "Monthly" and enter the starting date of Oct 2002, your report will show the total number of EI/HMR reports submitted each month from October 2002 through September 2003.
  - b. Select or enter values in the following optional fields if you want to further define information you want to appear in your report. None of the following fields are mandatory.
    - i. In the "Report Type" field, use the list of values to select report types ("EI," "HMR/EI," or "HMR"). To make more than one selection, hold **Ctrl** and click on each item you want to select. Leaving the field blank will include all report types.

**Figure 6**

- ii. In the “Classification” field (**Figure 6**), use the list of values to select which classifications (EI classifications are determined by risk assessment) you want to include (“All,” “Routine,” “Safety,” or “Mishap”). Accepting the default selection of “All” will return all existing Web site records, regardless of classification.
  - iii. In the “Aircraft Platform” field, use the list of values to specify which aircraft platform designator codes to include. Leaving the field blank (no value) will include all platforms. The aircraft platform you choose determines which selection items appear in the “T/M/S” field list of values.
  - iv. In the “Bureau Number” (BUNO) field, type the aircraft bureau number you want to include.
  - v. In the “Part Number” field, type the part number you want to include. You cannot enter multiple part numbers. Leaving the field blank (no value) will include all part numbers.
  - vi. In the “CAGE Code” field, use the list of values to select the cage code you want to include. The selection list only contains cage codes associated with EI/HMRs submitted on the NAMDRP Web Site. Leaving the field blank (no value) will include all cage codes.
  - vii. In the “Type Equipment Code” (TEC) field type the type equipment code you want to include. You cannot enter multiple codes. Leaving the field blank (no value) will include all TECs.
3. Use the following guidelines with the Unit Specification Group Box (located in the lower portion of the EI/HMRs Submitted Report Page (**Figure 4**)) if you want to specify which unit information to include in your report. **Figure 7** shows the Unit Specification Group Box in more detail.

**Figure 7**

- a. Leaving all check boxes blank in the Unit Specification Group Box will return all unit records within the constraints of the values you select in the Report Criteria Group Box (**Figure 5**).
- b. Selecting a check box in the Unit Specification Group Box opens a related group box, as shown in **Figure 8**.

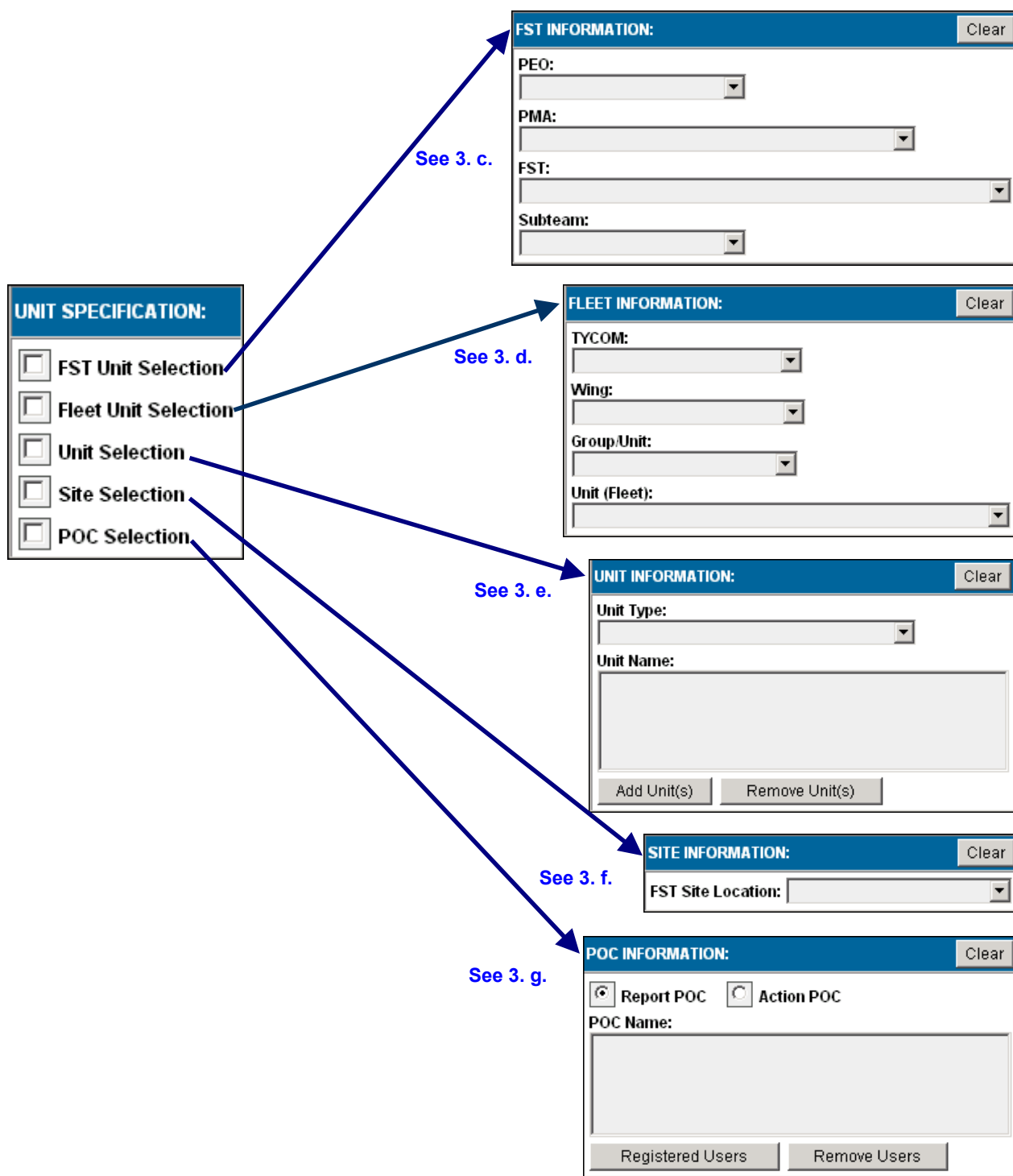


Figure 8

- c. Clicking the “FST Unit Selection” check box (**Figures 8 and 9**) opens the FST Information Group Box, shown in **Figure 9**. Use this group box to select the EI/HMR reports submitted - “TO NAVAIR type units” - (PEO, PMA, FST, or FST Subteams).

Select one of the following to search for Unit Specific Information. If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the unit specifications will reload the page with the proper fields visible.

When NAVAIR Units are selected (PEO, PMA, FST, FST Subteam, Site, FST POC), data includes records submitted "TO" the selected unit(s). When Fleet Units are selected (TYCOM, Wing, Group, Unit, Fleet POC), data includes records submitted "BY" the selected unit(s).

**UNIT SPECIFICATION:**

- ☒ **FST Unit Selection**
- ☐ Fleet Unit Selection
- ☐ Unit Selection
- ☐ Site Selection
- ☐ POC Selection

**FST INFORMATION:** Clear

PEO:

PMA:

FST:

Subteam:

View Report Cancel/Return

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Internet

**Figure 9**

- i. In the “PEO” field, use the list of values to specify that you want to include EI/HMR reports submitted to FSTs for the specified PEO. PEO selection is not required to select a PMA, FST, or FST Subteam.
  - If you use the list of values in the “PEO” field to select a PEO unit, your report will also include subtotals for the PMAs assigned records for the selected PEO in an additional horizontal bar graph and in a data table. (See Section Four.)
- ii. In the “PMA” field, use the list of values to specify that you want to include EI/HMR reports submitted to FSTs for the specified PMA. Entering a PMA is mandatory only if you enter a PEO and want to select a specific FST. If you have not selected a PEO, then selecting a PMA is optional when you enter a FST or a Subteam.
  - If you use the list of values in the “PMA” field to select a PMA unit, your report will also include subtotals for the FSTs assigned records for the selected PMA in an additional horizontal bar graph and in a data table. (See Section Four.)

- iii. In the “FST” field, use the list of values to specify that you want to include EI/HMR reports for the specified FST. Entering a FST is mandatory if you enter a PEO and/or a PMA and you would like to specify the FST Subteam.
  - If you use the list of values in the “FST” field to select a FST unit, your report will also include subtotals for the specified FST unit in an additional horizontal bar graph and in a data table. (See Section Four.)
- iv. In the “Subteam” field, use the list of values to specify that you want to include EI/HMR reports for the specified FST Subteam. Entering a Subteam is optional.
- v. Click “Clear” (**Figure 9**) if you want to clear all field entries.

- d. Clicking the “Fleet Unit Selection” check box (**Figures 8 and 10**) opens the Fleet Information Group Box, shown in **Figure 10**. Use this group box to select the EI/HMRs submitted BY Fleet type units (TYCOM, Wing, Group, Unit) for which you want report information.

Select one of the following to search for Unit Specific Information. If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the unit specifications will reload the page with the proper fields visible.

UNIT SPECIFICATION:	FLEET INFORMATION:
<input type="checkbox"/> FST Unit Selection	<input type="button" value="Clear"/>
<input checked="" type="checkbox"/> <b>Fleet Unit Selection</b>	TYCOM: <input type="text"/>
<input type="checkbox"/> Unit Selection	Wing: <input type="text"/>
<input type="checkbox"/> Site Selection	Group: <input type="text"/>
<input type="checkbox"/> POC Selection	Unit (Fleet): <input type="text"/>

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**Figure 10**

- In the “TYCOM” field, use the list of values to select the EI/HMR reports submitted by fleet units within the hierarchy of the selected TYCOM. You can enter a Wing, Group/Unit, or Unit without entering a TYCOM.
- In the “Wing” field, use the list of values to select the EI/HMR reports submitted by Fleet Units within the hierarchy of the selected Wing. You can enter a Group/Unit or Unit without entering a Wing (unless you specified a TYCOM value).
- In the “Group” field, use the list of values to select the EI/HMR reports submitted by the selected Group/Unit. You are not required to enter a Group/Unit value to specify a Unit (Fleet) (unless you identify a TYCOM and/or Wing value).
- In the “Unit (Fleet)” field, use the list of values to select the EI/HMR reports submitted by the specified Fleet unit. If you select a USMC Group in the “Group” field, the “Unit (Fleet)” list of values will only display units for the specified USMC group. The “Unit (Fleet)” list of values will be empty (contain no selections) if you choose a USN or USMC unit (other than a Marine Air group) in the “Group” field.
- Click “Clear” (**Figure 10**) if you want to clear all field entries.

- e. Clicking the “Unit Selection” check box (**Figures 8 and 11**) opens the Unit Information Group Box, shown in **Figure 11**. Use this group box to select the EI/HMRs on which the specified unit(s) have taken action (for example, the fleet unit that submitted the EIR, the FST unit that acknowledged receipt of the EIR, the PMA Go Approval, the Customer Service Team accepting the Exam Plan, etc.).

Select one of the following to search for Unit Specific Information. If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the unit specifications will reload the page with the proper fields visible.

**UNIT SPECIFICATION:**

- ☐ FST Unit Selection
- ☐ Fleet Unit Selection
- ☒ Unit Selection
- ☐ Site Selection
- ☐ POC Selection

**UNIT INFORMATION:** Clear

Unit Type:

Unit Name:

Add Unit(s) Remove Unit(s)

View Report Cancel/Return

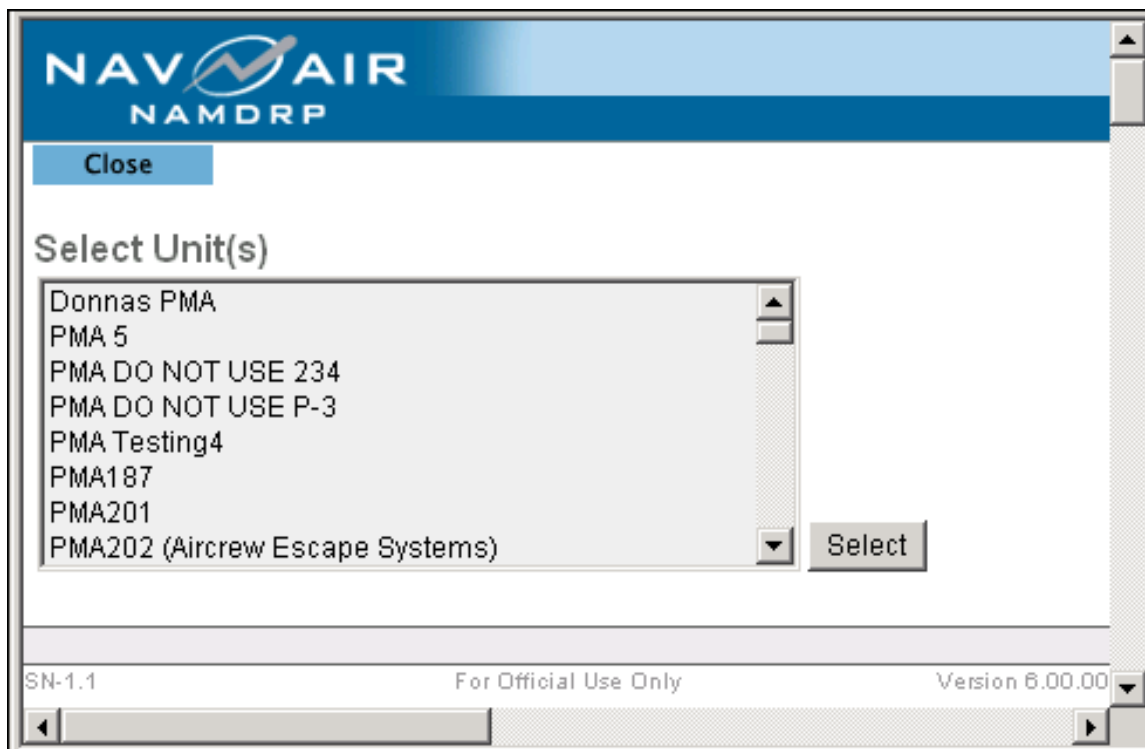
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**Figure 11**

- i. In the “Unit Type” field, use the list of values to select the unit type you want to include (for example, FST (Fleet Support Team), FLT (Fleet), SUP (Supply Unit), etc.).
- ii. Click “Add Unit(s)” (**Figure 11**) if you want to open the Select Unit(s) Page (**Figure 12**), which contains a list of all Web site units available for the unit type you select in the “Unit Type” field.

**Figure 12**

- When the Select Unit(s) Group Box opens, use the scroll bar to locate the specific unit name(s) you want to select.
  - Highlight the unit name or, to make more than one selection, hold **Ctrl** and click on each item you want to select.
  - After highlighting your selection(s), click "Select."
  - The Select Unit(s) Page closes and your selections appear in the "Unit Name" list of values in the Unit Information Group Box (**Figure 11**).
  - Click "Close" if you want to close the Select Unit(s) Page and return to the Unit Information Group Box (**Figure 11**) without making a selection.
- iii. If you want to remove a previously selected unit name, highlight the name you want to remove in the "Unit Name" field list of values (**Figure 11**) and click "Remove Unit(s)."
- iv. Click "Clear" (**Figure 11**) if you want to clear all field entries.

- f. Clicking the “Site Selection” check box (**Figures 8 and 13**) opens the Site Information Group Box, shown in **Figure 13**. Use this group box to select the EI/HMR reports submitted **TO** FSTs at the specified site.

Select one of the following to search for Unit Specific Information. If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the unit specifications will reload the page with the proper fields visible.

**UNIT SPECIFICATION:**

- ☐ FST Unit Selection
- ☐ Fleet Unit Selection
- ☐ Unit Selection
- ☒ Site Selection
- ☐ POC Selection

**SITE INFORMATION:** Clear

FST Site Location:

View Report Cancel/Return

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**Figure 13**

- i. In the “FST Site Location” field, use the list of values to select the FST site you want included in your report. Sites are grouped by organization (Org) code.
- ii. Click “Clear” (**Figure 13**) if you want to clear your field entry.

- g. Clicking the “POC Selection” check box (**Figures 8 and 14**) opens the POC Information Group Box, shown in **Figure 14**. Use this group box to select the EI/HMR reports associated with specific POCs.

Select one of the following to search for Unit Specific Information. If no selection is made, Total Population results will be displayed, based on criteria selected above. Selecting one of the unit specifications will reload the page with the proper fields visible.

**UNIT SPECIFICATION:**

- ☐ FST Unit Selection
- ☐ Fleet Unit Selection
- ☐ Unit Selection
- ☐ Site Selection
- ☒ POC Selection

**POC INFORMATION:** Clear

☒ Report POC ☐ Action POC

POC Name:

Registered Users Remove Users

View Report Cancel/Return

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**Figure 14**

- i. Click the “Report POC” or “Action POC” radio button to specify whether to include reports associated with a specified reporting POC(s) or with a specified user(s) who took action.
- “Report POCs” are the FST Engineers identified as Report POCs in the HMR Response, Preliminary Report, Interim Report, Closing Report, and Final Report.
  - “Action POCs” are users who have taken action on an EI or HMR and who are identified on the EI/HMR Summary Page (for example, the Fleet Unit EI/HMR Submitter, the FST Team Lead who acknowledged the EI/HMR, the Engineer POC who submitted a report to the Team Lead for approval, etc.).
- ii. Click “Registered User(s)” (**Figure 14**) if you want to open the Locate POCs for Report Search Criteria Page (**Figure 15**) so you can perform a search to locate a specific POC from a list of all NAMDRP registered Web site users.

The screenshot shows a web application interface for NAV AIR NAMDRP. At the top is a blue header with the logo and text. Below the header are two buttons: 'Back' and 'Close'. The main section is titled 'Locate POCs for report search criteria:'. It contains a search form with a 'Search:' label, a 'Search' button, and three input fields: 'Last name:', 'First name:', and 'Units:'. The 'Units:' field is a dropdown menu. At the bottom of the form, there is a footer with the text 'MGMT-2.1', 'For Official Use Only', and 'Version 6.00.00'.

NAV AIR NAMDRP	
Back	Close
Locate POCs for report search criteria:	
Search:	<input type="text"/> Search
Last name:	<input type="text"/>
First name:	<input type="text"/>
Units:	<input type="text"/>
MGMT-2.1 For Official Use Only Version 6.00.00	

**Figure 15**

- iii. Use the following guidelines to enter search information as appropriate on the Locate POCs for Report Search Criteria Page (**Figure 15**). Click “Search” after selecting or typing field information to execute your query. Results of your query appear in the “Search Results” section of the Locate POCs for Report Search Criteria Page (**Figure 16**).
- In the “Last Name” and/or “First name” field(s), type all or a portion of the POC’s last and/or first name.
  - In the “Units” field, use the list of values to search for a POC name within a specific unit. Leaving the field blank (no value) will include users matching any “name” search information you enter from all units in the Search Results list.
  - Entering information in more than one search field refines your search.
  - Leaving all fields blank (no value) will retrieve a list of all registered NAMDRP Web site users.

The screenshot shows the NAV AIR NAMDRP interface. At the top, there is a blue header with the logo and text. Below the header, there are two buttons: "Back" and "Close". The main section is titled "Locate POCs for report search criteria:". Below this title, there is a search form with the following fields:

- Search:** A text input field with a "Search" button next to it.
- Last name:** A text input field with the value "Data".
- First name:** A text input field.
- Units:** A dropdown menu with the value "FST Testing4".

Below the search form, there is a table with the following columns: Name, Unit/Role, Phone Number, and a column with "Select" and "Remove" links. The table contains three rows of results:

Name	Unit/Role	Phone Number	
<a href="#">Data, Lisa K</a>	FLEET Testing4 (Aircraft FST Team Lead), FLEET Testing4 (Ordnance View Only User), FST Testing4 (Aircraft FST Team Lead), FST Testing4 (Ordnance FST Engineer POC), FST Testing 5 (Aircraft Clearing House Representative), FST Testing 5 (Ordnance Clearing House Representative)	(301) 342-2254	<a href="#">Select</a>   <a href="#">Remove</a>
<a href="#">Data, POC E</a>	FST Testing4 (Aircraft FST Engineer POC)	(301) 342-2254	<a href="#">Select</a>   <a href="#">Remove</a>
<a href="#">Data, Tester A</a>	ST Testing4 (Aircraft FST Team Lead), FST Testing4 (Ordnance FST Engineer POC)	301-555-5555	<a href="#">Select</a>   <a href="#">Remove</a>

A blue bracket on the right side of the table is labeled "Search Results".

Figure 16

- iv. After performing a search to locate POC names, use the scroll bar to locate the individual(s) you want to select from the "Search Results" section of the page (**Figure 16**).
  - Click "Select" (located in the row containing the individual's name). You can make multiple selections. An "ei" icon appears under the blank column in the row of the recipient you select.
  - Click "Remove" (located in the row containing an "ei" icon you already selected) to remove the icon if you decide you do not want the name included.
- v. Click "Back" (located in the upper left corner of the page (**Figure 16**)) if you want to perform another search in the Locate POCs for Report Search Criteria Page (**Figure 15**). (Any POCs already selected (with the ei icon through a previously conducted search) will appear in the "POC Name" field when you return to the POC Information Group Box (**Figure 14**).)
- vi. After you identify all the names you want to select, click "Close" (located in the upper left corner of the page). You return to the POC Information Group Box (**Figure 14**). The names you selected on the Locate POCs for Report Search Criteria Page (**Figure 16**) will display in the "POC Name" field.
- vii. To remove a previously selected POC name appearing in the POC Information Group Box (**Figure 14**), highlight the name and then click "Remove Users".
- viii. Click "Clear" (**Figure 13**) if you want to clear your field entry.

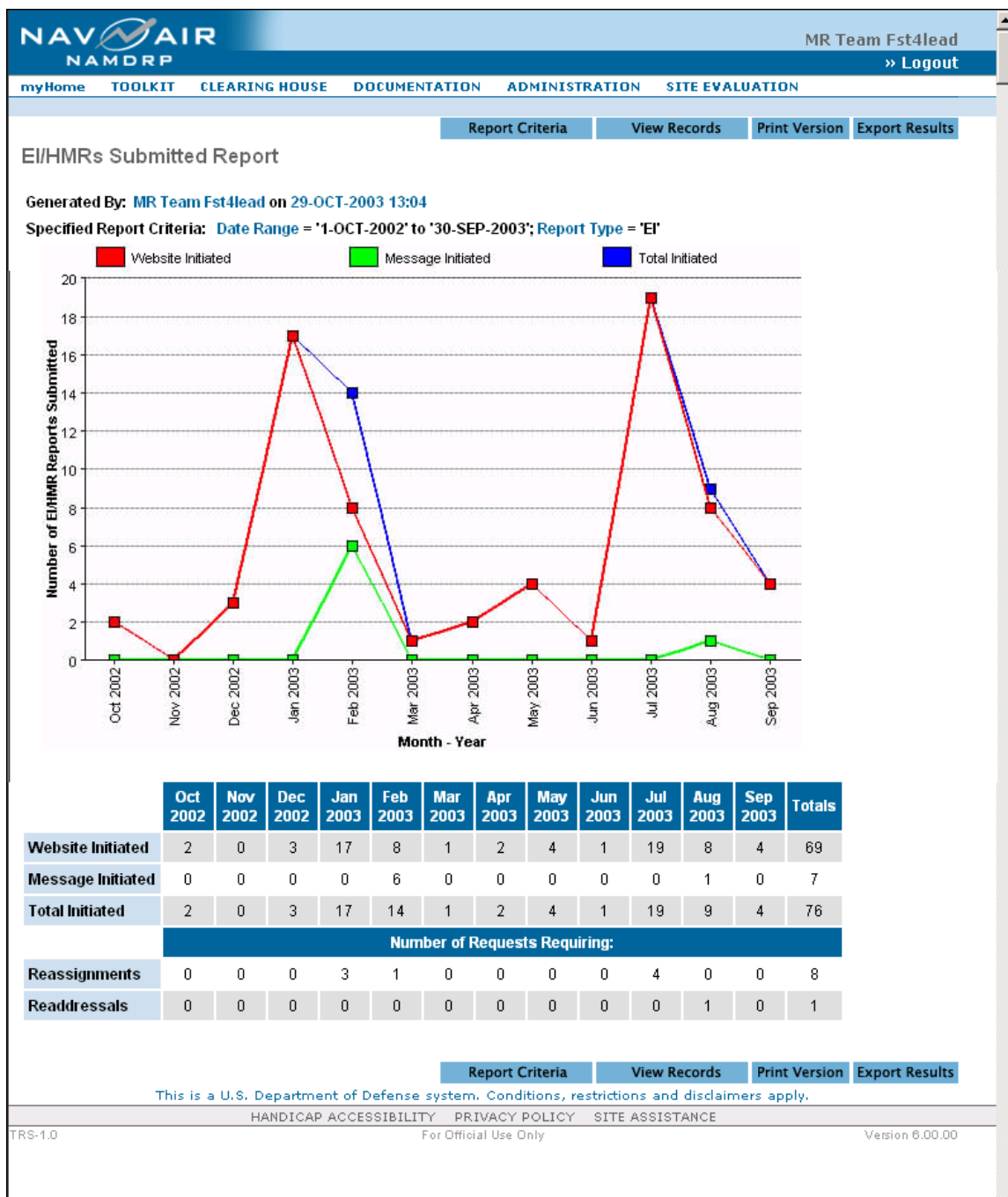
4. After entering report search information, as described in Number 3 of this section, click “View Report” (**Figures 9, 10, 11, 13, and 14**) to generate the EI/HMR Submitted Report. (See Section Four of this handbook.)

Note: A message may open before displaying your report to remind FST team leads to update records if record POC information is missing. Click “OK” to continue.

5. Click “Cancel/Return” (**Figures 9, 10, 11, 13, and 14**) to return to the Management Tools Selection Page (**Figure 2**) without generating a report.

## Section Four - View Reports and Graphs

1. Clicking "View Report" on the EI/HMRs Submitted Report Page (**Figure 4**) submits your reporting information to generate the EI/HMRs Submitted Report, as shown in **Figure 17**.



**Figure 17**

2. Each generated report is comprised of the basic elements identified in **Figure 18**.

a. Header Information identifies:

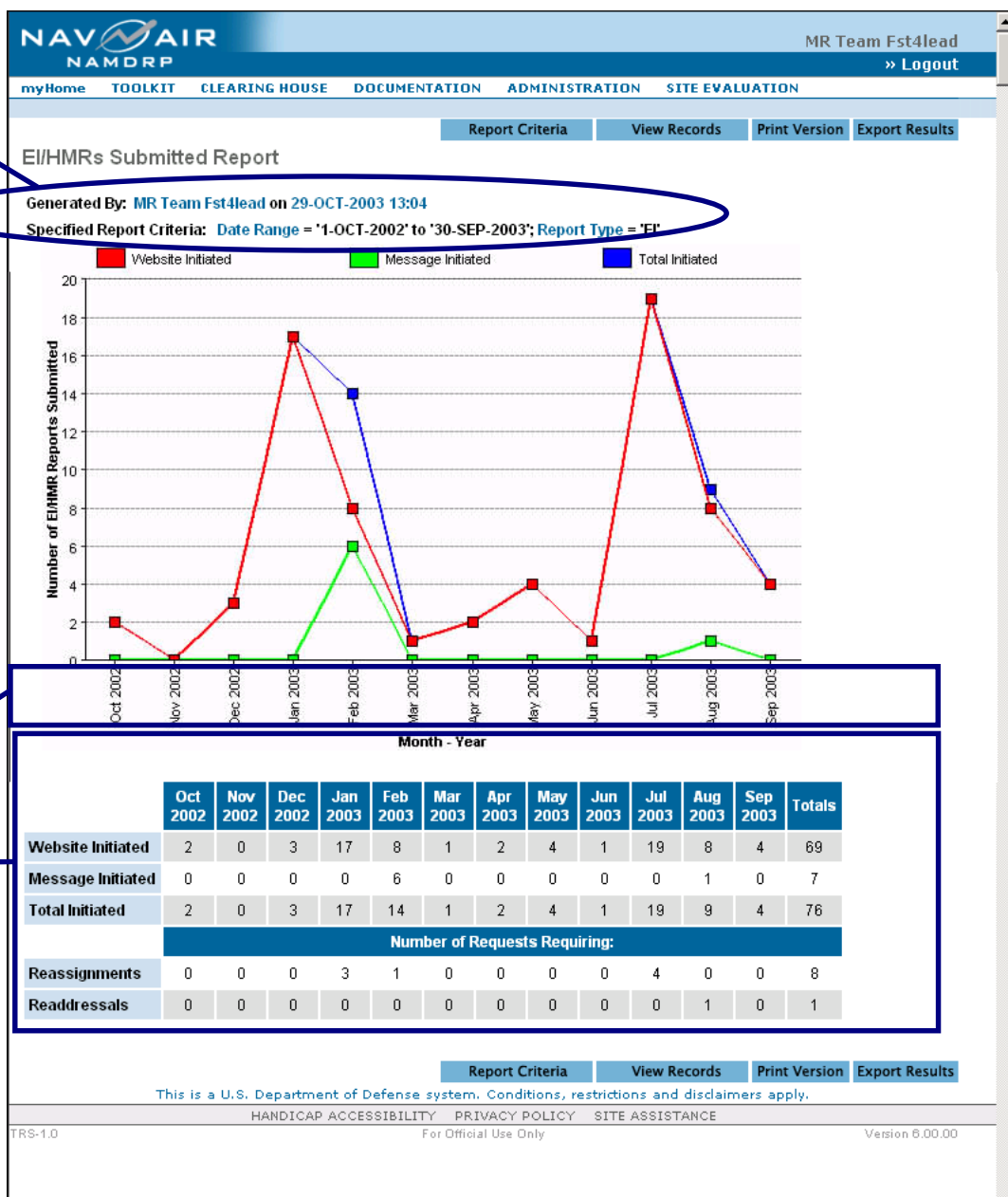
- the individual who submitted the report request
- the report creation date and time
- the reporting values you selected
- the Unit specification, if selected (See **Figure 8**).

b. Graph shows the requested data in graphical format:

- the Web site generated EI/HMRs
- the DMS Messages imported to the NAMDRP Web site
- the total number of EI/HMR reports submitted
- twelve reporting periods, beginning with the "Starting Date" you entered.

c. Data table

- Shows the data you requested in tabular format instead of graphical format
- In addition, shows the number of reassignments and readdresses



#### Note

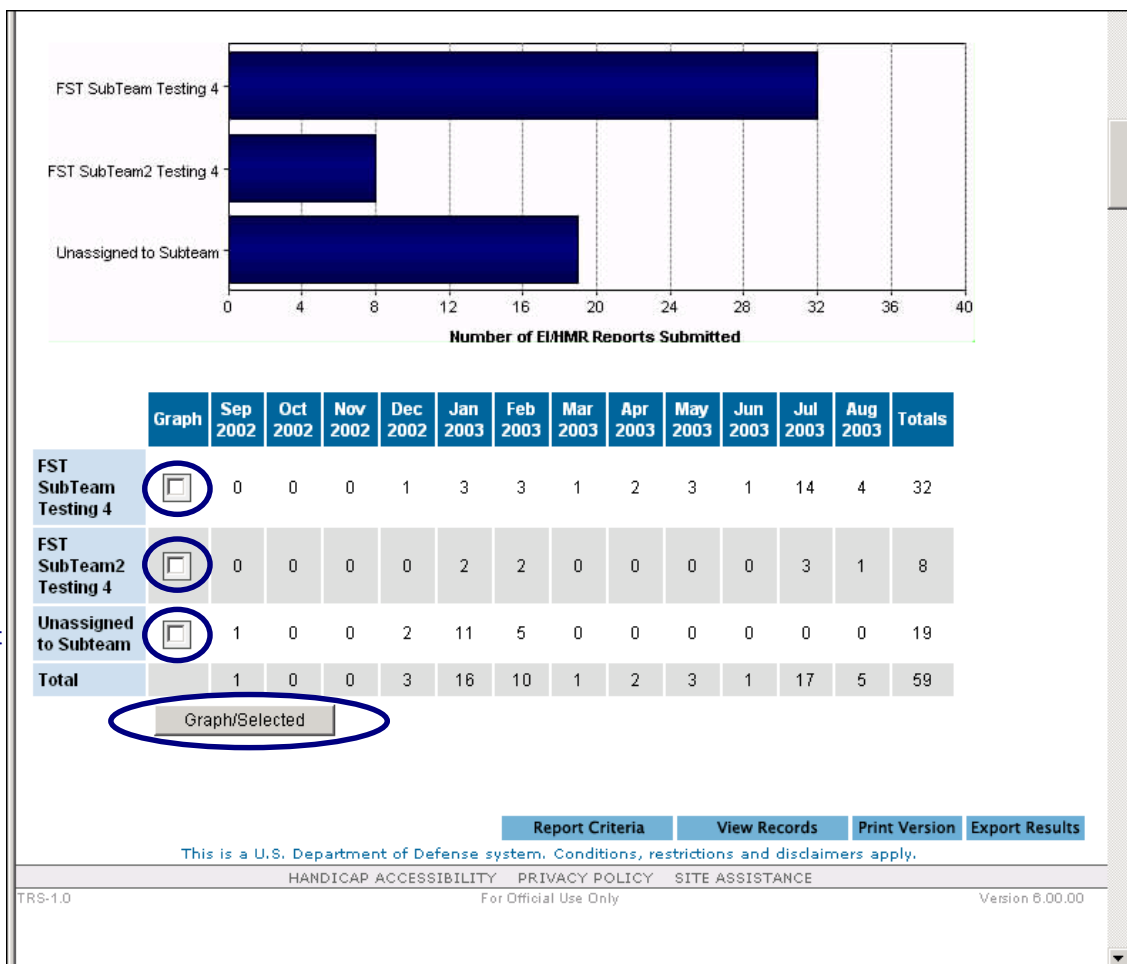
- Reassignments are NAMDRP Web site initiated records that required reassignment by the Clearinghouse.
- Readdresses are Defense Message initiated records that were readdressed via a Defense Message prior to their import to the NAMDRP Web site and Defense Message initiated records that were reassigned by the Clearinghouse after import to the NAMDRP Web site.

**Figure 18**

d. If you selected the "FST Unit Selection, Fleet Unit Selection," or Site Selection" check box in the Unit Specification Group Box (**Figure 8**), your report will include subtotals for the specified Unit in an additional horizontal bar graph and in a data table, as shown in this example (**Figure 19**).

e. If you want to see any single unit's data from the data table in a line graph format:

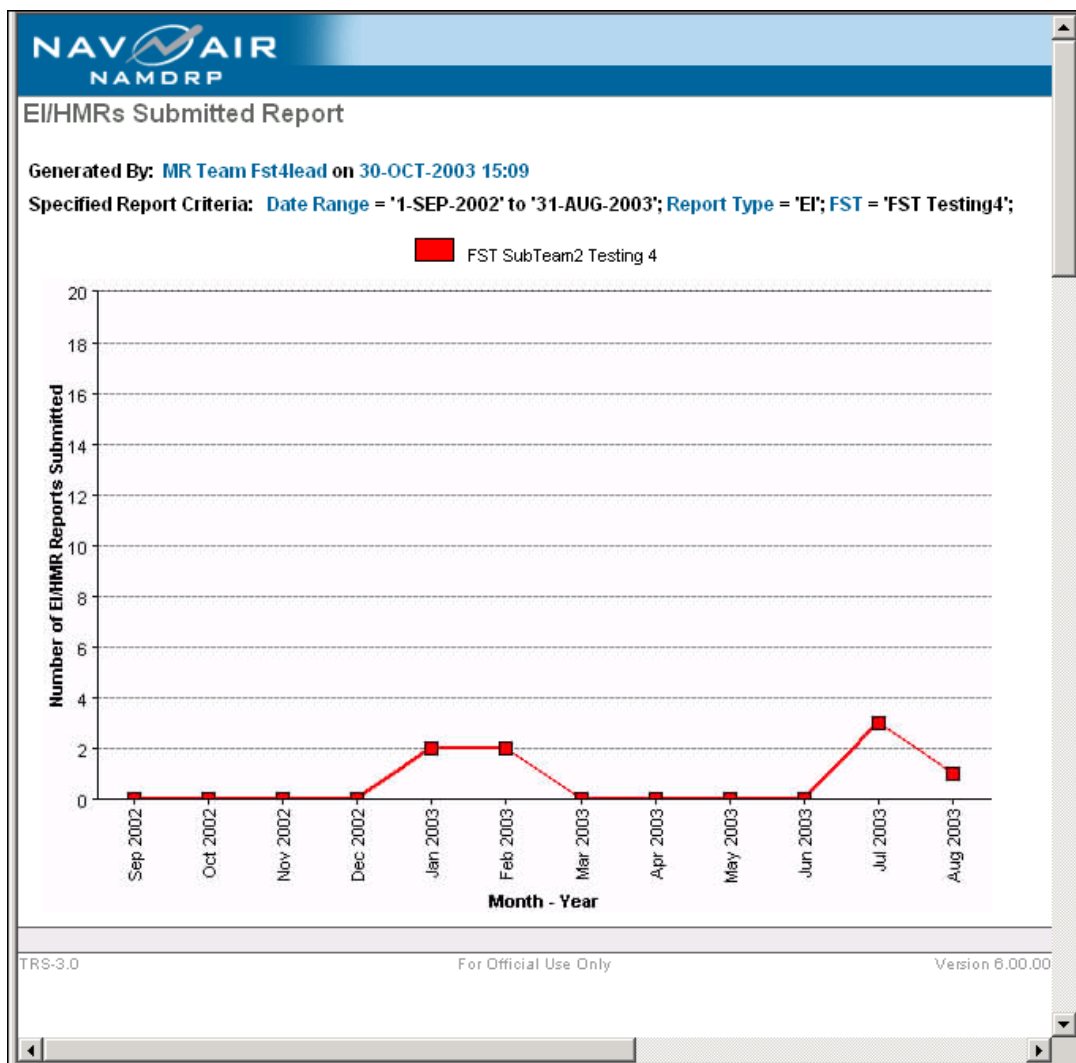
- Click the check box located under the "Graph" column next to the unit name. A checkmark will appear in the check box.
- Click "Graph/Selected" to open a new window displaying the data in graphical format, as shown in **Figure 20**.



**Figure 19**


f. **Figure 20** shows that we selected the check box next to the “FST SubTeam2 Testing 4” name (**Figure 19**) and clicked “Graph/Selected”.

g. Click ☐ located in the upper right corner of the record graph display on the EI/HMRs Submitted Report Page (**Figure 20**) to return to the data table on the EI/HMRs Submitted Report Details Page (**Figure 19**).



**Figure 20**

3. Click “Report Criteria” (located at the top and/or the bottom of your EI/HMRs Submitted Report (**Figure 18**)) if you want to return to the EI/HMRs Submitted Report Page (**Figure 4**) so you can edit the report information and/or unit specifications you entered. Use the guidelines in Section Three, numbers 2 through 3 when making your changes.
4. Click “View Records” (located at the top and/or the bottom of the your EI/HMRs Submitted Report (**Figure 18**)) if you want to display a detailed list of EI/HMR records corresponding to your report information and/or unit specifications. See Section Five of this document to learn about the Total Number of EI/HMR Reports Submitted Details Page.

5. Click “Print Version” (located at the top and/or the bottom of your EI/HMRs Submitted Report (**Figure 18**)) if you want to open another window containing a printer “friendly” version of the report so you can easily print it.
  - a. When the printer version of the report opens:
    - Click the printer icon on your browser toolbar.
    - Or, on the browser menu bar, click “File” to open the File Menu and select “Print”.
  - b. Click  located in the upper right corner of the printer friendly report window to close the window and to return to your previously generated EI/HMRs Submitted Report (**Figure 18**)).
6. Click “Export Results” (located at the top and/or the bottom of your EI/HMRs Submitted Report (**Figure 18**)) if you want to export the data from the report table to a Microsoft Excel file. You can create custom graphs and presentations using the exported Microsoft Excel file. See Section Six of this document to learn how to export data and how to copy a graph.

## Section Five - View Records

1. Clicking "View Records" (located at the top and/or at the bottom of your generated report (Figure 18)) opens the Total Number of EI/HMR Reports Submitted Details Page, as shown in Figure 21.

Header Information identifies:

- the individual who submitted the report request
- the report creation date and time
- the reporting values you selected
- the Unit specification, if selected (See Figure 8)
- The total number of records matching your search information
- Page navigation links (Figure 21 is page one of two pages)

RCN	FST	EICN	NOMENCLATURE	TYPE	SUBMITTING UNIT	EIR DATE	Last Step Completed	Date of Last Step	Reassignment	Re-addressal
<a href="#">GO NO GO 10</a>	FST Testing4	WAFEL-SE-0054-02R	SDLFK	EI	FST Testing4	11-SEP-02	EI Record Closed	18-SEP-02		
<a href="#">GO NO GO FN 005</a>	FST Testing4		STUFF	EI/HMR	FST Testing4	03-OCT-02	EI/HMR Record Closed	03-OCT-02		
<a href="#">R000-000-001</a>	FST Testing4		Directional Valve	EI/HMR	FST Testing4	03-DEC-02	Go / No Go Recommend Submitted	24-FEB-03		
<a href="#">BRAD-0000-0001</a>	FST Testing4		Fan, Centrifugal	HMR	FST Testing4	06-DEC-02	Acknowledge Receipt	05-MAY-03	X	
<a href="#">KEVIN-TEST</a>	FST Testing4	WAFEL-SE-0002-02R	wenwer	EI	FST Testing4	06-DEC-02	Tracer Request Approval	09-DEC-02		
<a href="#">BRAD-0000-0002</a>	FST Testing4		Fan, Centrifugal	HMR	FST Testing4	18-DEC-02	HMR Record Closed	13-JAN-03		
<a href="#">KEVIN TEST-002</a>	FST Testing4	WAFEL-SE-0001-02S	Fan, Centrifugal	EI	FST Testing 5	09-DEC-02	Tracer Request Approval	05-FEB-03		
<a href="#">HAUCK 12-02-1</a>	FST Testing4	WAFEL-SE-0087-03M	Fan, Centrifugal	HMR	FLEET Testing4	18-DEC-02	Preliminary Report Approval	25-JUL-03	X	
<a href="#">HAUCK 12-02-2</a>	FST Testing4	WAFEL-SE-0009-03R	Fan, Centrifugal	HMR	FLEET Testing4	26-DEC-02	Final Report Approval	15-OCT-03		
<a href="#">HAUCK 12-02-3</a>	FST Testing4		Fan, Centrifugal	EI	FLEET Testing4	27-DEC-02	Go / No Go Recommend	25-JUL-03		

Figure 21

2. The EI/HMRs Submitted Report Details Page is primarily comprised of a list of the records that match the report information and/or unit specifications you entered to generate your report. The page also identifies the basic header information, illustrated in Figure 21.
3. On the EI/HMRs Submitted Report Details Page (Figure 21), locate the EI, HMR, or EI/HMR for which you want to view more details (Figure 22). Click on the report control number (RCN) located under the "RCN" column to open the EI/HMR Summary Page, shown in Figure 22. Click [← Back](#) on your browser's toolbar when you want to return to the EI/HMRs Submitted Report Details Page (Figure 21).

**NAV AIR NAMDRP** MR Team Fst4lead » Logout

myHome TOOLKIT CLEARING HOUSE DOCUMENTATION ADMINISTRATION **SITE EVALUATION**

Feedback STR Release Notes What's New

Closing Report New Technical Dialog Return to Open DRs

### EI/HMR Summary

**RCN: R000-000-001 Directional Valve**

**Engineering POC:**

**FST:** FST Testing4 **PMA:** PMA Testing4 [Change/View](#)

Status	Milestone Date	
EI/HMR Initiated by FST Testing4 ( <a href="#">Eichel</a> )	03-DEC-2002	<a href="#">EIR</a>
EI/HMR Submitted to FST Testing4	03-DEC-2002	
Acknowledged Receipt of EIR by FST Testing4 ( <a href="#">Eichel</a> )	03-DEC-2002	<a href="#">Acknowledge</a>
Risk Assessment Submitted by FST Testing4 ( <a href="#">Eichel</a> )	24-FEB-2003	<a href="#">Risk Assessment</a>
Go Recommend Submitted by FST Testing4 ( <a href="#">Eichel</a> )	24-FEB-2003	<a href="#">Go Recommended</a>
Pending Go/No Go Recommend Approval by FST Testing4 ( <a href="#">Eichel</a> )	<b>PENDING ACTION</b>	
Pending Exam Plan Submission by FST Testing4	<b>PENDING ACTION</b>	<a href="#">Exam Plan</a>
Pending Closing Report Submission by FST Testing4 ( <a href="#">Fst4lead</a> )	<b>PENDING ACTION</b>	<a href="#">Closing Report</a>

**Exhibit Tracking** [Load Tracer Data](#)

Status	Milestone Date
Directional Valve	
Exhibit Being Held by SUPPLY Testing4	03-DEC-2002

**Misc Attached Messages/Documents**

File Name	File Description	Attach/View Document
There are no Upload Documents for this EI/HMR.		

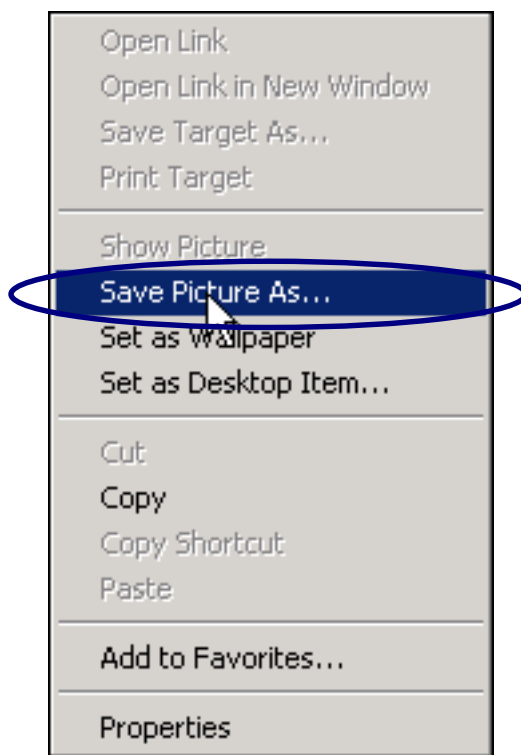
**Technical Dialogs**

Figure 22

- Click "Report Criteria" (located at the top and/or the bottom of the EI/HMRs Submitted Report Details Page (**Figure 21**)) if you want to return to the EI/HMRs Submitted Report Page (**Figure 4**) so you can edit the report information and/or unit specifications you entered. Use the guidelines in Section Three, numbers 2 through 3 when making your changes.
- Click "View Graph" (located at the top and/or the bottom of the EI/HMRs Submitted Report Details Page (**Figure 21**)) if you want to return to your previously generated EI/HMRs Submitted Report (**Figures 18 and 19**).
- Click "Export Results" (located at the top and/or the bottom of the page (**Figure 21**)) to export the data from the table to a Microsoft Excel file. You can create custom graphs and presentations using the exported Microsoft Excel file. See Section Six of this document to learn how to export data and how to copy a graph.

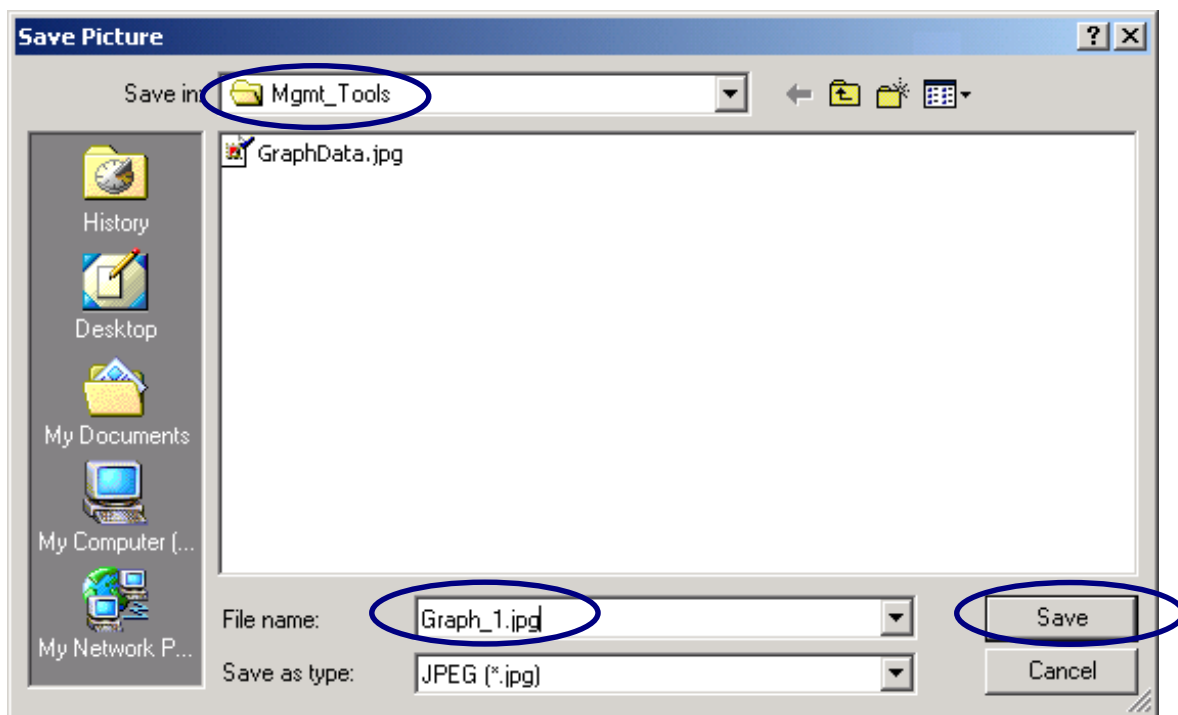
## Section Six - Copy Report Graphs and Export Report Data

1. As explained in the preceding sections of this handbook, clicking “View Report” on the EI/HMRs Submitted Report Page (**Figure 4**) submits your reporting information to generate an EI/HMRs Submitted Report, as shown in **Figure 18**. You can copy a graph from the generated report to use in other applications or you can export report table data to Excel so you can use it to prepare other reports or customized presentations.
  - a. Use the following guidelines to copy and insert a report graph into a Microsoft Word or a PowerPoint presentation (or to another type of presentation). Note that directions for saving and inserting files into applications vary depending on the application to which you are inserting the graphic file:
    - i. After generating the EI/HMRs Submitted Report from which you wish to copy a graph (as shown in the example illustration, **Figure 17**), highlight the graph you want to copy.
    - ii. Right-click on the highlighted graph to open the menu shown in **Figure 23** and select “Save Picture As”.



**Figure 23**

- iii. When the Save Picture Dialog Box opens, as shown in **Figure 24**, identify the folder to which you want to save the graphic file.

**Figure 24**

- iv. In the “File name” field (**Figure 24**), type an appropriate file name. The extension of the graphic file format will be either jpg or bmp. The jpg format requires the least memory and is smaller in size.
  - v. Click “Save” (**Figure 24**). The Save Picture Dialog Box closes.
- b. Use the following directions to insert a saved graphic file into a Word document. Note that directions for importing graphic files into applications vary depending on the application to which you are importing the graphic file:
- i. Open the Word document to which you want to import the graphic file and position your cursor in the location in the document where the graphic is to appear.
  - ii. Click “Insert” on the Word menu bar and select “Picture” and “From File” from the cascading menu (**Figure 25**).

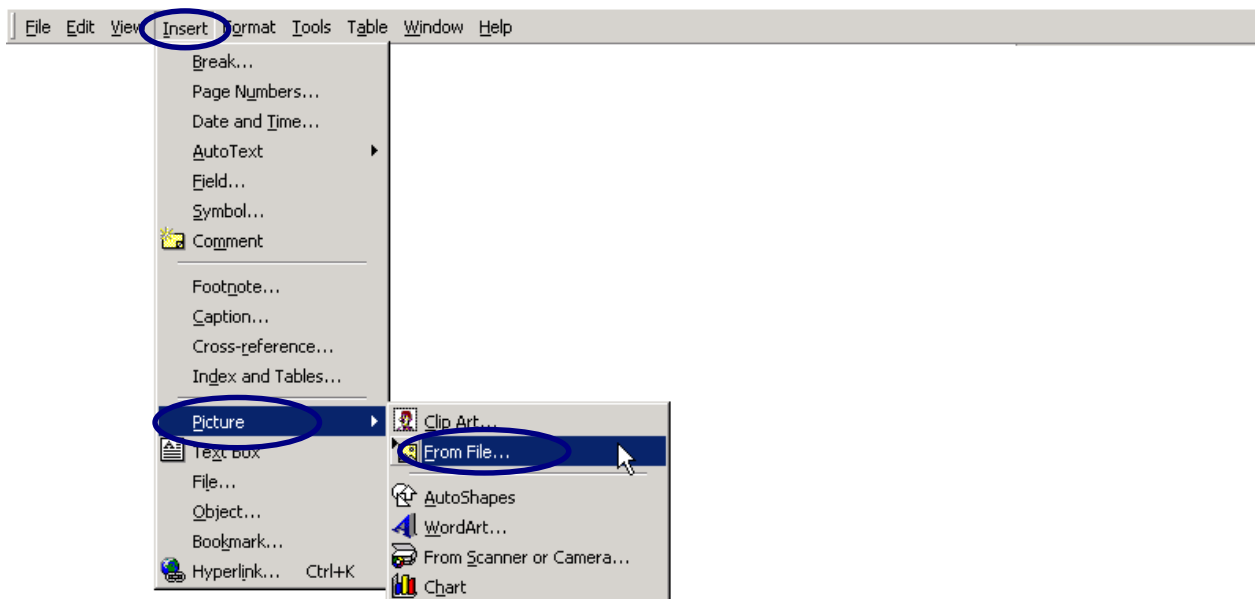


Figure 25

- iii. When the Insert Picture Dialog Box opens (**Figure 26**), locate the folder containing the file you want to insert and highlight the file name.

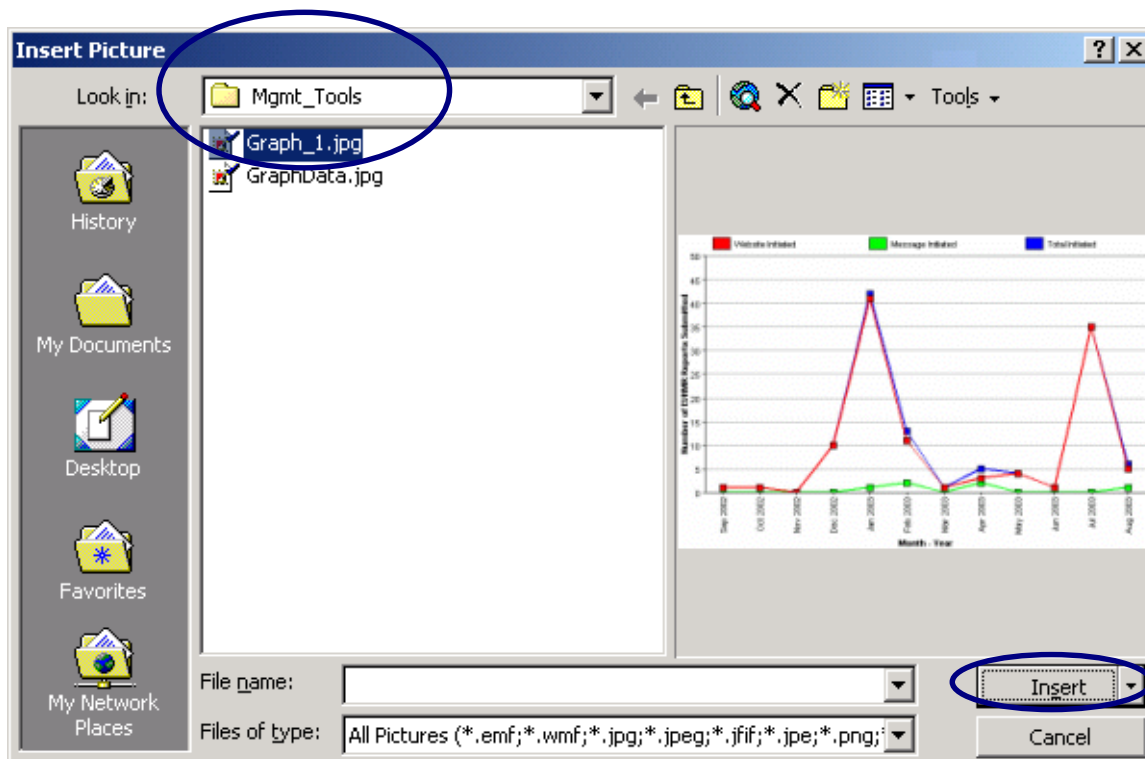
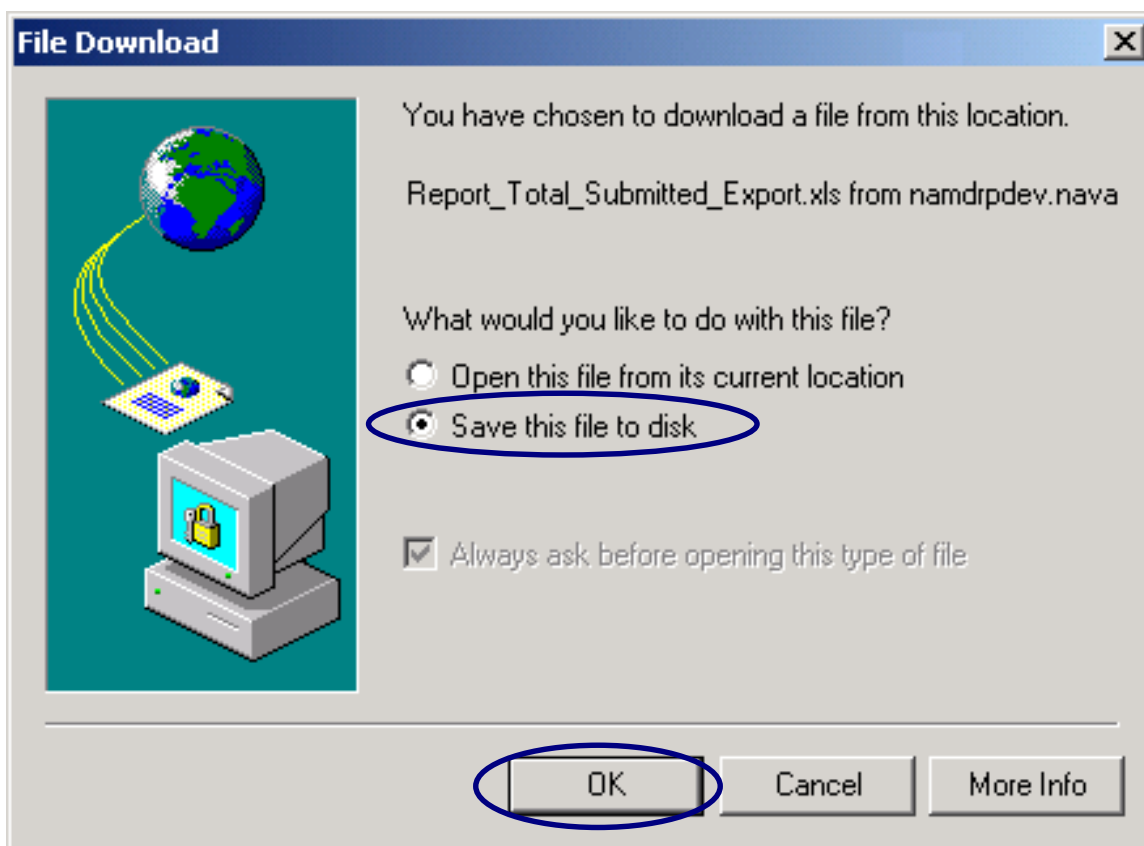


Figure 26

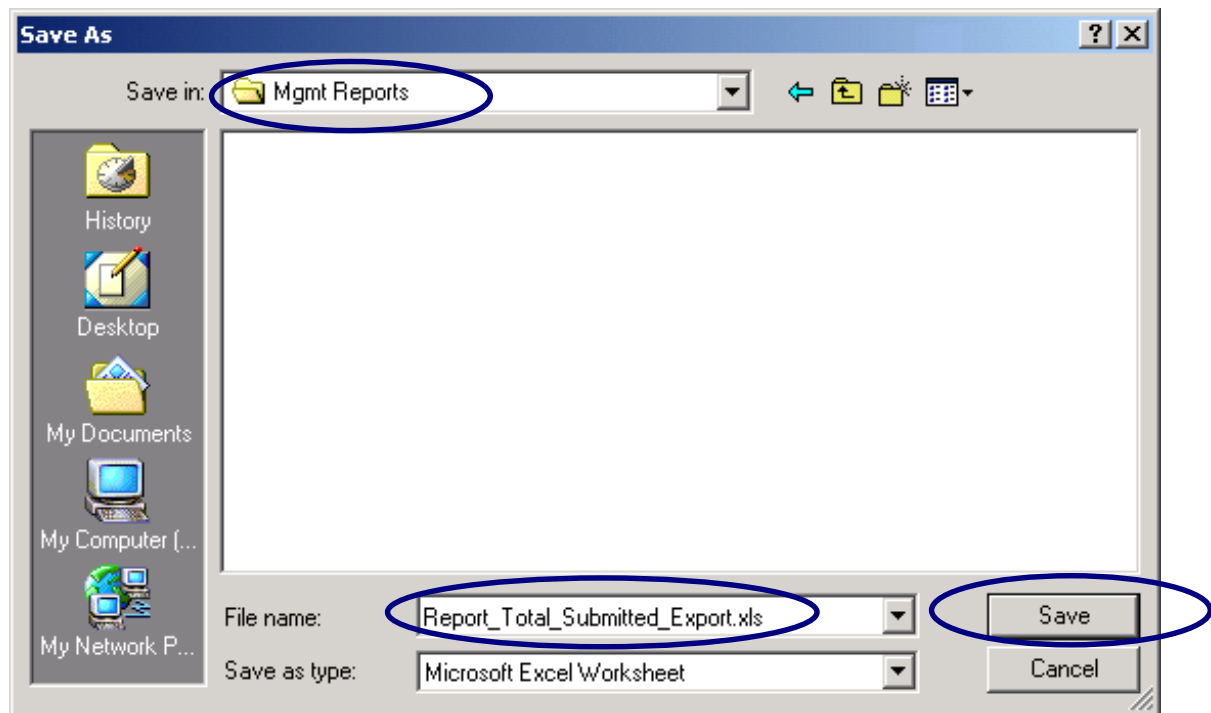
- iv. Click "Insert" (**Figure 26**). The Insert Picture Dialog Box closes and the graphic file you imported appears in your document.

- c. Use the following guidelines to export report table data into Microsoft Excel:
- i. After generating the EI/HMRs Submitted Report from which you wish to export table data (as shown in the example illustration, **Figure 17**), click “Export Results” (located at the top and/or at the bottom of your EI/HMRs Submitted Report) to open the File Download Dialog Box (**Figure 27**) and click “Save this file to disk”.

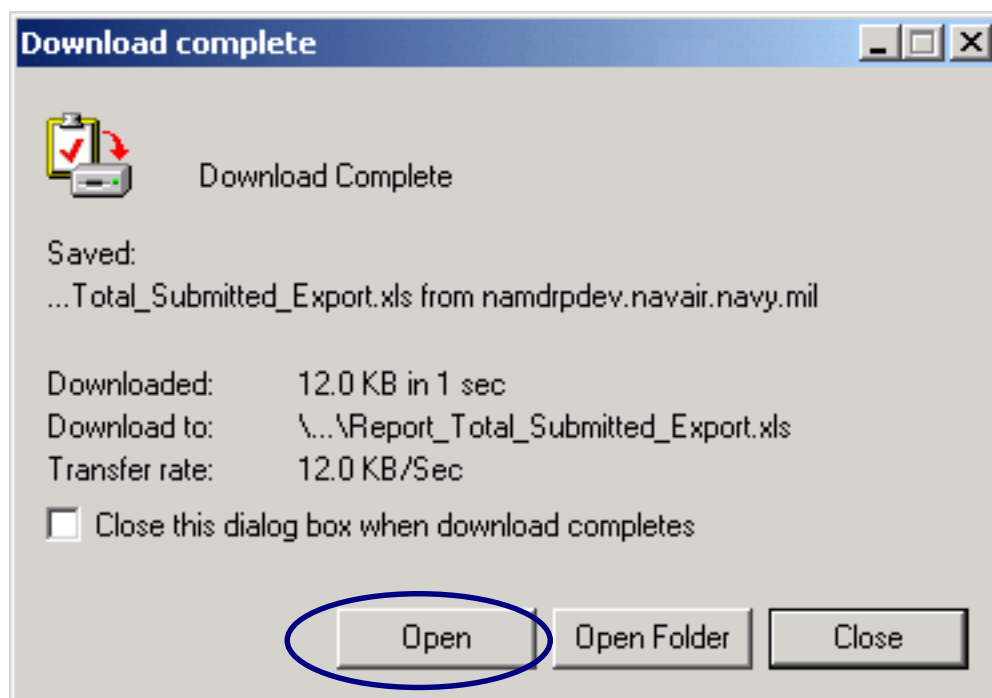


**Figure 27**

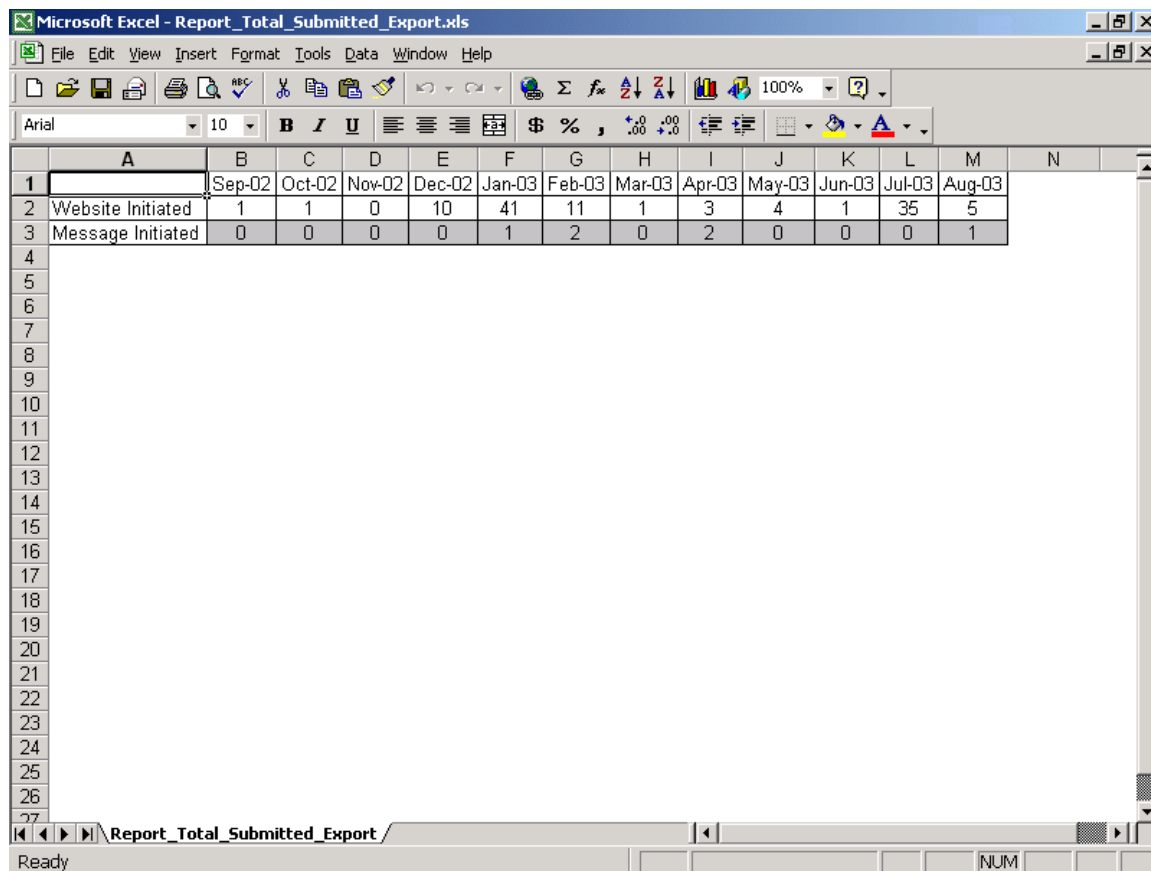
- ii. Click “OK” (**Figure 27**).
- iii. When the “Save As” Dialog Box opens, as shown in **Figure 28**, identify the folder to which you want to export the table data.

**Figure 28**

- iv. In the "File name" field (**Figure 28**), type an appropriate file name. The extension of the file will be xls because you are saving the file as a Microsoft Excel Worksheet.
- v. Click "Save" (**Figure 28**).
- vi. When the Download Complete Dialog Box appears, click "Open" (**Figure 29**).

**Figure 29**

- vii. The Excel table data file you exported will automatically open in an Excel worksheet, as shown in **Figure 30**.



**Figure 30**